

COURTROOM TECHNOLOGY MANUAL
FOR
ATTORNEYS
IN THE
ALFRED A. ARRAJ UNITED STATES COURTHOUSE
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EVIDENCE PRESENTATION	1
EVIDENCE PRESENTATION CART	1
COUNSEL TABLES	2
COLOR VIDEO PRINTER	2
VIDEO CONFERENCING	2
VOICE REINFORCEMENT	2
TELEPHONE CONFERENCING	2
ASSISTED LISTENING AND SECOND LANGUAGE TRANSLATION	2
REALTIME COURT REPORTING	3
OPERATION OF COURTROOM EQUIPMENT	3
VIDEO PRESENTER, SAMSUNG SVP-6000	3
LAPTOP HOOKUP AT EVIDENCE PRESENTATION CART	4
LAPTOP JACKS AT COUNSEL TABLES	4
TOUCH SENSITIVE ANNOTATION MONITORS AT WITNESS STAND AND EVIDENCE CART ..	4
VCR/DVD	5
AUDIO INPUTS	5
TRIAL PRESENTATION SOFTWARE	5
CONTACTS AND TRAINING	5

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Evidence Presentation

Evidence presentation is available in all courtrooms assigned to a district judge. In the courtrooms of Chief Judge Daniel, Judge Miller, Judge Krieger, Judge Blackburn, Judge Brimmer, Judge Arguello, and the Ceremonial Courtroom, there are 15" Viewsonic monitors located at the bench, counsel tables, witness stand, and jury box. The monitors at both the witness stand and evidence presentation cart are touch sensitive annotation monitors in which the witness and counsel may electronically annotate the evidence. The image of the document or exhibit can be annotated with no harm being done to the original.

Two shared portable systems are used in the four other district courtrooms. The shared systems include the evidence presentation cart, video presenter, monitors, and touch sensitive annotation monitors. The jury boxes do not have individual 15" monitors. The jury will view the evidence on 42" or 50" plasma monitors.

The evidence presentation system consists of the following:

Evidence presentation cart

The evidence presentation cart is located next to the lectern. On the top of the cart is the video presenter or document camera. The presenter can be used to display hard copy paper evidence, X-rays, photographs, slides, negative transparencies, maps, and charts.

VGA video and audio input jacks are available. The VGA inputs allow an attorney to display images such as scanned documents or photographs from a laptop computer to all monitors. The audio input jack allows the playback of recorded material through the courtroom sound system.

A touch screen annotation monitor is located on the evidence presentation cart. The monitor lets the attorney annotate the evidence by drawing directly on the monitor with a finger. These annotations appear on all evidence monitors throughout the courtroom.

A VCR/DVD player is located in the cart and allows for a playback in various modes.

Counsel Tables

The front counsel tables have jacks for VGA video (laptop input), audio, and realtime transcription. The jacks are located in the center trough of the tables. Power is also located in the trough. The rear counsel tables have VGA, audio, and realtime transcription jacks.

Both the judge and courtroom deputy have control panels to manage the various systems in the courtroom. During evidence presentation the monitors for the jury and gallery are turned to a black display until the evidence is accepted by the Court. Please check with the courtroom deputy for the proper protocol to use for displaying evidence to the jury.

Color Video Printer

A color video printer is available to print an image of submitted evidence for the record, as it has been displayed through the system including all annotations.

Video Conferencing

All courtrooms have video conferencing capabilities. Nine courtrooms have permanent installations where cameras are mounted in the wall, and displayed on the evidence monitors. The other courtrooms are serviced by a portable roll-about system which displays the video on one large monitor. Please contact the courtroom deputy to request a video conference.

Voice Reinforcement

Each courtroom has a voice reinforcement system with microphones at the bench, counsel tables, witness stand, and lectern. The counsel table microphones have a mute button that when pressed and held turn off the microphones. Attorneys are encouraged to press the mute button for confidential conversations. Microphones at the lectern and witness stand cannot be muted. When a side bar conference is held, a masking noise will be heard throughout the courtroom to provide confidentiality.

Telephone Conferencing

Each courtroom is equipped with a telephone conferencing system which is integrated into the voice reinforcement system. The courtroom deputy can provide details on using the telephone conferencing system.

Assisted listening and second language translation

Each courtroom has an assisted listening system for parties who are hearing impaired. The proceedings are heard through wireless headphones with adjustable

volume. The same headphones can be used for second language translation in criminal matters.

Realtime Court Reporting

Realtime court reporting jacks are located at all counsel tables, evidence presentation cart, and witness stand. To request the use of realtime court reporting, please contact the court reporter.

The realtime system can also be used for a party who is hearing impaired. Please contact the courtroom deputy and court reporter, if needed.

Operation of Courtroom Equipment

Video Presenter

The video presenter is located at the evidence presentation cart. Below is a summary of the controls/buttons most likely to be used:

Lamp. Use this button to control the upper or lower lamp.

INT/EXT. Use this to select internal (video presenters) or external image (laptop computer). To use laptop computer from the evidence presentation cart see below.

Nega/Posi. Press this button to view negative film.

Mode. Use this to select the correct resolution which is XGA (1024 x 768). (should already be set)

Zoom. Use this to control the size of an object projected on the screen.

Focus. Use this to adjust the focus. The video presenter will default to auto-focus.

Control key. These buttons will move the image up and down, and left and right.

FULL/SCROLL. Full: use this to display the whole image. Scroll: use this to display only a part of the image.

Laptop hookup at evidence presentation cart

A laptop computer may be connected to the evidence presentation system at the evidence presentation cart. Follow these steps:

1. Connect video cable from video presenter to video output port on laptop.
2. On the video presenter, press the INT/EXT button. This will switch the input source from the video presenter which is considered the internal device, to the laptop which is considered the external device. The mode should be set to XGA on the video presenter.
3. On the laptop press the appropriate key combinations to redirect the video output to the VGA port. Usually a numbered function key on the top row of the keyboard and the function or FN key on the bottom row of the keyboard will redirect the signal. NOTE: Each computer manufacturer has a different keystroke combination to direct the video signal to the video output port. Also, by toggling through the key combination you can display the video image simultaneously on the laptop and evidence presentation system.
4. If you wish to use the video presenter as your presentation source, press the INT/EXT button to bring up the video presenter.

A power strip is located in the rear of the evidence cart for powering your laptop. Your power cord may be fed through the grommet on top of the cart. The video display settings on the laptop should be set to 1024 x 768 @ 60 Hz.

Laptop jacks at counsel tables

All counsel tables have laptop jacks in the trough of the table. Connect the VGA cable from the CPU input jack in the counsel table to the video output port on laptop. Press the appropriate combination of keys on the laptop to send the video signal to the evidence system. NOTE: Each computer manufacturer has a different keystroke combination to direct the video signal to the video output port. Also, by toggling through the key combination you can display the video image simultaneously on the laptop and evidence presentation system. The video display settings on the laptop should be set to 1024 x 768 @ 60 Hz.

Touch sensitive annotation monitors at witness stand and evidence cart

Touch sensitive annotation monitors are located at the witness stand and evidence cart. Annotations will appear on all monitors in the courtroom. Use the provided stylus or hold and slide your finger against the monitor to draw lines. An arrow will appear if you lightly tap the monitor. The line you draw will overwrite the image being presented and not highlight it. The functions of the monitors are controlled by tapping the corners of the screen. The controls include:

- Change the color of the annotation.

- Remove the last line or arrow from the screen.
- Erase all annotations.

VCR/DVD

A VCR/DVD player is located in the cart. The controls are located on the front panel or the remote (provided by courtroom deputy).

Audio inputs

Audio input jacks are located in the evidence presentation cart, all counsel tables, and the witness stand. With the correct adapters, which we will supply, our system will accept the most common playback devices, including laptops.

Counsel are required to provide audio playback devices. When entering the courthouse for the first time with your audio device, the court security officers will hold the equipment until the courtroom deputy or judges' secretary vouches for counsel that the equipment is needed for a hearing. Please allow extra time to pass security.

Trial presentation software

All commercial off-the-shelf trial presentation software has been found to be compatible with the courtroom systems. Please note that the computer used to present the evidence must have the video resolution set to 1024 x 768 at 60 Hz.

Contacts and training

We encourage attorneys to test the evidence presentation systems with the exact equipment and evidence they will use in hearings. We will train you on the system and answer any question you may have.

Please contact the courtroom deputy to arrange a time for and training and testing.